Eastern Region
Federal Aviation Administration
Airports Division, AEA-620
Safety & Standards Branch
1 Aviation Plaza,
Jamaica NY 11434

AEA-05-10
Sept. 23, 2010

Bulletin: 2010-05
Subject: Airport Emergency Plan (AEP) Advisory Circular and
               AEP Review Checklist
Issue Date: May 4, 2010
Revised Date: June 15, 2010 (*revisions are italicized*)
Revised Date: September 23, 2010 (*revisions are italicized in* *red*)

Contact: Evelyn Martinez
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Application: This bulletin highlights all the changes to AC 150/5200-31C, *change 1 Airport Emergency Plan*. The standards contained in the above mentioned AC should be used in the development of new Part 139 Airport Emergency Plans. ~~*and are to be implemented no later than December 31, 2010.*~~ *AC 150/5200-31C will be revised to reflect a new* _submittal_ *due date of June 30, 2011.*

Background: Due to the revised edition of the Airport Emergency Plan AC, all CFR Part 139 Airports must revise their ACM AEP in order to be compliant with the new guidelines and standards contained in the new AC.

Action Required:
- Please distribute to all Airport Operations staff and all ARFF personnel.

- ~~*Please note the December 31, 2010 date is an implementation date, meaning your airport revised AEP must be approved by this date. Therefore, Eastern Region will require the *submission of your revised AEP by September 1, 2010. This will provide our Inspectors sufficient time to review, comment and approve your new AEP.*~~

- *Please note the June 30, 2011 date will now be a submittal date. We expect to receive final versions of your airport AEP by this date. Many thanks to those airports who already submitted draft AEPs. Your exhaustive work was not in vain. Your AEPs will be returned to you with comments within the coming months until we reach a final version. All others continue working on your drafts and submit a final version no later than June 30, 2011.*

- *All drafts must be sent to Evelyn Martinez. Drafts can be sent on a disk/electronically via email to evelyn.martinez@faa.gov . The final version must be a hard copy.*

*To those that have already submitted a revised AEP, please take this opportunity to review your AEP with the AEP Checklist *and the AEP Sample Table of Contents then* resubmit the plan. *Please do not include reference material in its entirety. Please note the reference material to be followed. Provide full name of the document, date and the location of the document within your airport. (Examples…FEMA Resource Definitions, dated September 2004, located in Airport Operations Office.)*

- Please be sure to include water rescue plan procedures for any significant body of water near airport. Reference AC 150/5210-13B, pg. 2 for definition/criteria.

- When updating your AEP please start with a review of your current AEP and utilize the attached AEP Review Checklist *and AEP Sample Table of Contents* to ensure all necessary changes are incorporated *and tabbed correctly.*

- *When using the AEP Checklist under the "Included" column please note the page/tab/index within your AEP where the required information is located. This will expedite the review process and ensure that all required points are covered.*

- Print a copy of the AEP AC, tab it according to section and read it to find out what is in each section. While the checklist provides an outline of what is in the AC, all sections will still require further research in the AC.

- Update ARFF training requirements to include FEMA courses available on-line and free of charge. Each course should take approximately 3 hours (including the test). The list below is only an example and should be expanded as necessary.

  Course IS-700a, *NIMS An Introduction*, here is a link to the course overview:

  http://training.fema.gov/emiweb/is/is701a.asp

  Course IS-100.FWa, *Intro to Incident Command System (ICS 100) for Federal Workers*, here is a link to the course overview:

  http://training.fema.gov/EMIWeb/IS/is100FWA.asp

- *Please note that if bomb threat/hijacking procedures are located in both the AEP and the TSA approved Airport Security Plan (ASP) the entire ACM would be considered a "controlled item", which means that distribution should be limited to those that "need to know". TSA approval would be required because it considered Sensitive Security Information (SSI). Please reference Cert alert 04-06,* Security Related Items in Airport Emergency Plan *(see link below). Also reference AC 5200-31C, reference para 7-2-1 on pg. 126.*

- *The alternative is to include a statement in your AEP bomb threat/hijacking section that simply references the location of the ASP at your airport (bldg #/office) and the page/chapter where the bombing/hijacking procedures are located in your TSA approved ASP. We recommend this approach in order to prevent the entire ACM from being designated SSI.*

- *Please submit the bomb threat/hijacking procedures to our office for review but do not include them in your AEP/ACM. We will return copies to your airport. This will allow us to confirm that procedures are in place.*

Links:
Advisory Circular Index:
http://www.faa.gov/airports/resources/advisory_circulars/index.cfm?template=Document _Listing

FAA National ARFF Link:

http://www.faa.gov/airports/airport_safety/aircraft_rescue_fire_fighting/

Additional References:

- *NFPA 424, 1600, 1500, 1561*

- *Please note SLG 101 as referenced in the AC 5200-31C, page 5 was rescinded and is now replaced with CPG 101. See the link below*

    http://www.fema.gov/pdf/about/divisions/npd/cpg_101_layout.pdf

- *Cert Alert Link:*

    http://www.faa.gov/airports/airport_safety/certalerts/